

**Foxborough Committee for Disabled Citizens (FCDC)**  
**BY-LAWS**

**ARTICLE I: TITLE AND PURPOSE**

1. The name of this committee is the Foxborough Committee for Disabled Citizens (hereby referred to as the Committee).
2. The purpose of the Committee is to promote equal access to community life and activities for people with disabilities. The Committee works as an advisory group with the Town of Foxborough to promote awareness and education about the needs and rights of people with disabilities.
3. The purpose of these by-laws is to establish principles and procedures for the governance of this Committee.

**ARTICLE II: POWERS AND DUTIES**

1. Research local problems of people with disabilities. Review and make recommendations to Selectmen or appropriate town official about policies, procedures, services and activities of departments and agencies of the Town of Foxborough as they affect people with disabilities.
2. Work with the departments and agencies of the Town of Foxborough to bring about participation of people with disabilities. Provide information, referral and guidance to individuals, businesses, organizations and public agencies in matters pertaining to disability.
3. May initiate, monitor and promote By-laws and legislation at town, state and federal level which advances the equal status of people with disabilities.
4. Create public awareness of disability issues.
5. Recruit and recommend prospective Committee members to the Selectmen. At least one month prior to making recommendations, the Committee shall solicit nomination and ensure that said nominations reflect different disabilities.
6. File a report, which shall be printed in the Annual Town Report.

**ARTICLE III: MEMBERSHIP**

1. The Committee shall consist of seven members appointed by the Selectmen. The majority of members shall consist of people familiar with disabilities. One member shall be the Building Commissioner and Americans with Disabilities Act Coordinator.

2. All members shall serve a one year term. All members must be sworn in by the Town Clerk each year.
3. Resignation shall be made by notifying the Chairperson in writing.
4. If any member is absent from three regularly scheduled meeting in any one calendar year, a recommendation shall be made to the Selectmen that he/she be removed from the Commission, unless any or all absences have been excused for good cause by the Chairperson. Good cause shall include but not limited to: illness, a death in the family, weather and professional responsibilities.
5. The Selectmen shall fill any vacancy for the remainder of the unexpired term in the same manner as an original appointment.
6. Any members of said Committee may, after a public hearing, if so requested, be removed for cause by the Selectmen.
7. Members shall get the approval of the Committee prior to making statements or joining activities on behalf of the Committee.
8. All members shall have full voting rights.

#### **ARTICLE IV: OFFICERS**

1. The officers should include a chairperson, vice chairperson, secretary and treasurer.
2. Officers should be elected annually by the majority of the Committee.
3. One member may hold more than one office.
4. Duties:
  - a. The chairperson should:
    1. Develop the agenda with the other members.
    2. Preside over all the meetings.
    3. Appoint subcommittees if needed
    4. Authorize expenditures if needed.
  - b. The vice chairperson should perform all the functions of the chairperson in his/her absence.
  - c. The secretary should:
    1. Must keep records of all meeting attendance, minutes and correspondence.
    2. May post notices of all meetings 48 hours before each meeting at the Town Clerk's Office.
    3. May send notice of meetings and minutes of the prior meeting to the members 7-14 days prior to the meeting.

- d. The treasurer shall:
  - 1. Keep records of all financial matters.
  - 2. Prepare a financial statement for inclusion in the Annual Report if needed.

#### **ARTICLE V: MEETINGS**

- 1. Regular meetings should be held at least 7 times a year.
- 2. A quorum shall consist of 4 members.
- 3. Meeting minutes will be amended and approved at the next meeting.
- 4. Special meetings can be called by the chairperson or by a majority of members.
- 5. Decisions will be made by a majority of those members present.
- 6. Notice of meetings should be sent to members at least 7-14 days prior to the meeting.

#### **ARTICLE VI: AMENDMENTS**

- 1. These by-laws may be amended at any meeting of the Committee by a two-thirds vote of those members present provided written notice of the proposed amendment is distributed to each member at least 7-14 days prior to the meeting.

11-17-10